



City of Burbank
Planning and Transportation Division
SINGLE FAMILY RESIDENTIAL
Permit Application

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

Project address:		
Assessor's parcel number(s):		Legal description:
Lot size	Are there any covenants or deed restrictions that regulate the use or development of this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy.	
Square footage of all structures on property except garage Existing _____ Proposed _____	Square footage of garage Existing _____ Proposed _____	
Application type <input type="checkbox"/> FAR increase from 0.40 to 0.45 <input type="checkbox"/> Minor exception to setback requirements <input type="checkbox"/> Accessory structure covenant (up to 300 square feet) <input type="checkbox"/> Accessory structure permit (301 to 1,000 square feet or garage over 1,000 square feet) <input type="checkbox"/> Second dwelling unit permit <input type="checkbox"/> Large family daycare home administrative use permit <input type="checkbox"/> Special development permit <input type="checkbox"/> Hillside development permit <input type="checkbox"/> Variance		
Project description: Please provide a detailed description of the project and refer to plans where appropriate. Attach additional sheets as necessary.		
Property owner name		Applicant name (if different from owner)
Mailing address		Mailing address
Telephone		Telephone
Fax		Fax
Email		Email
I hereby certify that I am the legally authorized owner of the property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, or business as evidenced by the documents attached hereto. I hereby grant to the applicant of this form full power to sign all documents related to this application, including any conditions or mitigation measures as may be deemed necessary. I declare under penalty of perjury that the foregoing is true and correct. Property Owner Signature _____ Date _____		I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to revise the information as appropriate. I understand that the City of Burbank cannot process this application until all required information is provided. I understand there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully investigated and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions. I understand that I have the burden of proof in the matter arising under this application made by me. I declare under penalty of perjury that the foregoing is true and correct. Applicant Signature _____ Date _____
If someone other than the applicant is the primary contact for this application, please list contact information below.		Planning Division Use Only
Name	Filing Fee	Date Received
Relationship to project	Receipt No.	Received By
Address	<input type="checkbox"/> Plans <input type="checkbox"/> Radius Map <input type="checkbox"/> Labels	Date Complete
Telephone	Notes	
Fax		
Email	Application action (for FAR and setback exception applications) <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Date	

FAR INCREASE FROM 0.40 TO 0.45 Complete this section if you are applying to increase the maximum allowed floor area ratio from 0.40 to 0.45.

Incentives provided

- | | |
|---|--|
| <input type="checkbox"/> Top plate height 20 feet or less | <input type="checkbox"/> Additional 10-foot front second story setback |
| <input type="checkbox"/> Roof pitch 6:12 or greater | <input type="checkbox"/> Additional 5-foot side second story setback |
| <input type="checkbox"/> Second story within pitched roof | <input type="checkbox"/> Second story floor area 75% or less of first story floor area |
| <input type="checkbox"/> Side yard setbacks 2 feet greater than minimum | <input type="checkbox"/> Hipped roof or gables do not face side yards |

MINOR EXCEPTION TO SETBACK REQUIREMENTS Complete this section and attach a survey of your property if you are applying for an exception to side yard setback requirements.

Setback exception requested for <input type="checkbox"/> Main dwelling <input type="checkbox"/> Detached garage/accessory structure	Length of proposed addition along setback line
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Existing setback distance to be continued	Length of existing structure along setback line
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Purpose of extension (extension of existing room(s) or new room(s)?)

ACCESSORY STRUCTURE COVENANT AND PERMIT Complete this section and attach a copy of your title report if you are applying for an accessory structure covenant or an accessory structure permit.

Square footage of accessory structure (or garage if applicable)	Plumbing facilities <input type="checkbox"/> bathroom sink <input type="checkbox"/> laundry or bar sink <input type="checkbox"/> toilet <input type="checkbox"/> shower (must include pool if shower is requested)
Proposed use of structure (recreation, office, storage, etc.)	

If accessory structure permit, you may attach additional sheets to discuss how the project will meet the required findings.

SECOND DWELLING UNIT Complete this section and attach a copy of your title report if you are applying for a second dwelling unit permit.

Square footage of second dwelling unit	<input type="checkbox"/> Attached <input type="checkbox"/> Detached
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LARGE FAMILY DAY CARE HOME (ADMINISTRATIVE USE PERMIT) Complete this section if you are applying for an administrative use permit to operate a large family day care home.

Number of children you will be caring for	Age range of children
Number of children who reside in the home that are 10 years of age or younger	Number of employees who do not reside in the home

Have you obtained a license from the State of California Department of Social Services?
☐ Yes (attach a copy of the license) ☐ No (attach a copy of your application if you have applied)

SPECIAL DEVELOPMENT PERMIT Complete this section if you are applying for a single family special development permit.

Reason for application <input type="checkbox"/> lot size under 6,000 square feet <input type="checkbox"/> consistency with surrounding houses	Requesting to vary from <input type="checkbox"/> height – requested height _____ <input type="checkbox"/> lot coverage – requested lot coverage _____ <input type="checkbox"/> floor area ratio (FAR) – requested FAR _____
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You may attach additional sheets to discuss how the project will meet the required findings.

HILLSIDE DEVELOPMENT PERMIT Complete this section and attach a view study if you are applying for a hillside development permit.

Reason for application <input type="checkbox"/> Grading/cut/fill activity <input type="checkbox"/> Encroachment beyond front or rear setback line <input type="checkbox"/> Grade difference greater than 10 feet <input type="checkbox"/> House height over 16 feet to top of roof <input type="checkbox"/> House size over 3,000 square feet	Grading activity (if any) Cubic yards of cut _____ Cubic yards of fill _____ Cubic yards to be exported from site _____ Cubic yards to be imported to site _____
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Are you requesting an exception from any R-1 single family residential standards? ☐ Yes ☐ No
If yes, attach additional sheet listing code section numbers and state reasons for exception request.

You may attach additional sheets to discuss how the project will meet the required findings (including for exception if applicable).

VARIANCE Complete this section if you are applying for a variance.

Variance requested from (list code sections and standards)

Reason for variance request

You may attach additional sheets to discuss how the project will meet the required findings.